

CHAPTER 5

GENERAL INFORMATION

ORDERING SUPPLIES

Anytime you run low on retirement forms, simply complete an order form and either fax or mail ti to the retirement office at the following:

Nebraska County Employees' Retirement System
P.O. Box 94816
Lincoln, NE 68509-4816

Fax - (402) 471-9493

The Retirement Office will mail your requested supplies as soon as possible.

SAMPLE FORM SRS-118C
Order Form

ILLUSTRATION OF BENEFITS

1. Illustration of Benefits from the Retirement Office are available to all plan members.
2. Request for illustrations must be made either in writing or in person.
3. In order to prepare an illustration, the following information is required:
 - a) Name of Employee
 - b) Home mailing address to which the illustration is to be sent.
 - c) Social Security Number
 - d) Anticipated Retirement/Termination Date
 - e) County by whom employed
 - f) If information is desired regarding the Joint & Survivor Annuity, the date of birth of the spouse is required.
4. Illustrations may be requested only by the employee.
5. Illustrations should be requested not less than two months prior to the employee's retirement date. This will allow the employee time to fully study the information furnished and make the election which is most beneficial to him/her.
6. Illustrations are prepared by the Retirement Office using the latest salary/contribution information available. The figures shown on the illustrations are estimates only. However, projections furnished two months in advance of actual retirement should be reasonably accurate.

The Retirement Office cannot include payment for unused vacation leave or sick leave pay when projecting retirement benefits.
7. Requests for information, or interpretation of the statutes governing the County Employees' Retirement Act, should be made in written form and submitted to the Retirement Office.
8. Written requests will provide both offices with a permanent record of the question(s) and answer(s).

PROOF OF AGE

Before an employee's annuity benefits can be paid at retirement the Retirement Office must have verification of the date of birth. A copy of the birth certificate must be submitted at the time of retirement.

METHODS FOR CERTIFYING PROOF OF AGE

IMPORTANT: PROOF OF AGE MUST BE FILED WITH THE RETIREMENT SYSTEM AND REMAIN WITH OUR RECORDS.

Date of birth may be established by satisfying conditions in either (A) or (B).

(A) Sending to the County Employees Retirement System **ONE** of the following:

- 1) Copy of Certificate of Birth
- 2) Delayed Certificate of Birth Registration

NOTE: Any Certificate of Birth not showing name and birth date will not be accepted. To correct a Nebraska Certificate of Birth, please contact the Bureau of Vital Statistics, Department of Health & Human Services, 3rd Floor, 301 Centennial Mall South, Lincoln, Nebraska 68509.

OR

B) Sending to the County Employees' Retirement System any two of the following:

- 1) a. Baptismal Certificate (must show age or birth date)
b. Affidavit from the Priest or Minister of the church records showing age or birth date.
- 2) Marriage License or Certificate (if age is shown)
- 3) Passport
- 4) Early Insurance Policies
- 5) Military Discharge Papers.
- 6) Affidavit from older relative or other person who knew of the birth at the time of its occurrence and is acquainted with the necessary facts.

- 7) Certificate of doctor who attended the birth or official of the hospital where birth occurred.
- 8) Record in the Family Bible or other family record book.

Military ID cards and driver's licenses are not acceptable.

All copies must be a certified copy or a copy that has been notarized with certification that it is a true and exact copy of the original document.

DIRECT DEPOSIT

A member may request direct deposit of their monthly retirement benefit. They should request a bank authorization form from the Retirement Office or United of Omaha at 1-800-843-2455.

INCOME TAXES

The retirement annuity will be taxed based on the “Safe-Harbor” method, issued by the Internal Revenue Service.

This method requires a calculation of the “tax-free” portion of the member’s monthly retirement check by dividing their pre-’85 contributions by the fixed number of payments assigned to their age group by the IRS. The remaining portion of the monthly annuity is “taxable.” After the member receives the fixed number of payments assigned, the monthly annuity becomes 100% taxable.

Income tax information will be provided with the initial retirement payment. An IRS Form 1099R will be sent at the end of each calendar year for income tax purposes.

See Plan Information Booklet for more details.

REEMPLOYMENT

1. If an employee ceased employment with a county before reaching age 55 and later returns to work, either for the same county or a new county under the plan one of the following will apply:

- A. The employee must rejoin the plan immediately and resume contributions, if they return to county employment before a five-year break in service.

If the employee was not vested at the time they originally left county employment, any prior county service will count toward vesting if: a) they did not withdraw their previous member contributions to the plan OR b) they repay their previous contributions to the plan. Repayment of previous contributions must commence within 3 years and be completed within 5 years of reemployment. After the employee completes one year of service following reemployment, the value of their forfeited employer account will be reinstated to the extent they have repaid their previous contributions. The employee should contact the Retirement Office directly for details on repaying previous contributions.

- B. If the employee returns to county employment after a five-year break in service they will be treated as a “new” employee with no recognition of prior county service. Refer to the “Membership” section of this manual for plan eligibility requirements.

2. If the employee retires from the county (must be at least age 55), and they later return to employment with a county under our retirement system, they will return as a “new” employee. There will be no recognition of prior county service toward eligibility or vesting credit. Refer to the “Membership” section of this manual for plan eligibility requirements.